

Mono County Community Development Department

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
commdev@mono.ca.gov

Planning Division

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5420, fax 932-5431
www.monocounty.ca.gov

PLOT PLAN INFORMATION

A plot plan, sometimes referred to as a site plan, is an accurate drawing or map of your property that shows its size and configuration and the size and precise location of most man-made features on the property such as buildings, parking areas and driveways. Plot plans show what currently exists on your property as well as changes that will occur either to the land or to man-made features as a result of the physical changes you wish to make to the property.

Plot plans are required for most applications you will make to the county in order to change how your property is used or in order to construct something on your property. For example, plot plans are required when you apply for:

- ☐ A Building Permit to construct a new structure or an addition, alter the roofline, or do other exterior remodeling.
- ☐ A Variance to the Zoning Code requirements.

PLOT PLAN REQUIREMENTS:

1. Names, addresses and phone numbers of the record owner, applicant, and person preparing the plot plan.
2. North arrow, date of drawing, and scale (suggested scale is 1"=20' or 1"=30'). The direction of "north" should be shown to the top or right of the page.
3. Assessor's Parcel Number.
4. Location and name(s) of boundary street(s), surface waters, and recorded easements on the property (trails, roads, sewer, utility lines, etc.). The size and type of the easement should be noted; e.g., 10' utility line easement.
5. Dimensioned property lines or boundary lines of the project.
6. Location, size (outside dimensions), and use of all existing structures on the property. Indicate distance between structures and setbacks in relation to all property lines and surface waters. Show building appurtenances, including balconies, decks, stairs, rooflines, etc.
7. Location and size (outside dimensions) of all proposed structures, parking spaces, and driveways. Indicate distance between structures and setbacks in relation to all property lines and surface waters. Show building appurtenances, including balconies, decks, stairs, rooflines, etc.
8. Indicate with contour lines and flow-line arrows any unusual site features, such as hilly terrain or drainages that might affect the building site, parking area, or access. All off-site features that could influence building locations should be indicated. All lakes, streams, creeks, or other surface waters within 50 feet of the property must be shown. Utility lines of 115 kV or greater within 35 feet of the property must be shown. Contour lines are required if your property is in a flood zone.
9. New development in the Wheeler Crest area requires additional information for the Wheeler Crest Design Review District.

Incomplete plot plans may delay the review of your application. If you have any questions about your plot plan, please contact the Planning Division.

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**PLOT PLAN
CHECKLIST**

Lack of a plot plan or any of the required information will delay the review of your plans by the Planning Division.

PLOT PLANS MUST INCLUDE:

- ☐ Name/address/phone number of owner, applicant, plan preparer
- ☐ North arrow, scale (1"=20', etc.)
- ☐ Assessor's Parcel Number
- ☐ Location/name of boundary streets, surface waters and recorded easements on property (include type and size of any easements)
- ☐ Dimensioned property lines/project boundary lines
- ☐ Location/outside dimensions/use of proposed structures, driveways, parking areas -- distance between structures and setbacks to all property lines and surface waters
- ☐ Contour lines if the property is in a flood zone

PLOT PLANS MUST ALSO INCLUDE THE FOLLOWING, if applicable:

- ☐ Location/outside dimensions/use of existing structures: distance between structures and setbacks to all property lines and surface waters
- ☐ Location and name of surface waters within 50 feet of property
- ☐ Location of utility lines 115 kV or greater within 35 feet of property
- ☐ Unusual site features (e.g., hilly terrain, drainages) on property

NOTE: New development in the Wheeler Crest area requires additional information for the Wheeler Crest Design Review District.

The items checked above have been included on the submitted plot plan.

Signature of Applicant

Date